

Skill	Think about the following questions
Purpose	<ul style="list-style-type: none"> •What exactly is my topic about? •What do I already know about this topic?
	<ul style="list-style-type: none"> •What can I learn from other students about this topic? •How might I draw a picture or concept map of what this topic is about?
	<ul style="list-style-type: none"> •What are the questions I want to ask about this topic?
	<ul style="list-style-type: none"> •Where can I get more information about this topic? <ul style="list-style-type: none"> ○ In the library? ○ On the Web?
Skills - Location	<ul style="list-style-type: none"> •How will I search for the information I need? •What words should I use if I use a search engine?
	<ul style="list-style-type: none"> •Is this what I really need? •Will it be useful to me?
	<ul style="list-style-type: none"> •How do I get on to a search engine? •Should I use the library website?
Skills - Use	<ul style="list-style-type: none"> •How can I quickly decide if this is the right kind of information for me? •How can I find really useful information for my topic in this book/website?
	<ul style="list-style-type: none"> •Do I understand what I'm reading? •Should I look for another source? •How does this fit in with what I've already got?
	<ul style="list-style-type: none"> •Do I really need this information? •Is it relevant to my topic or is it outside my particular topic?
	<ul style="list-style-type: none"> •Who wrote this information and can I trust it? •Is it biased? •Is it out of date?
	<ul style="list-style-type: none"> •What should I take notes on? •Should I copy and paste? •Will I really be able to use these notes? •Have I remembered to keep a note of authors, titles etc
	<ul style="list-style-type: none"> •How do I bring all this together? •Should I go back to my concept map?

	<ul style="list-style-type: none"> •How should I organise my notes before I start to write?
	<ul style="list-style-type: none"> •How will I structure my essay or talk? •Can I use my keywords or concept map? •Should I read the guidelines on the library website again? •Did I read the teacher's instructions correctly?
Skills - Self-evaluation	<ul style="list-style-type: none"> •What did I learn from doing this? •Did I have a good concept map? •Did I search for information well? •Should I have used more keywords? •Did I organise my essay/talk well? •Did I use the guidelines on the library website well enough? •How should I do it differently next time?